



Job Announcement

<http://www.mdcourts.gov>

Opening Date:	October 8, 2015	Closing Date:	October 22, 2015
Job Title:	Recordation Clerk I/II	Position Type:	Regular Full-Time
PIN:	059352	FLSA Status:	Non-Exempt
Location:	Circuit Court for Frederick County Frederick, Maryland	Grade/Salary:	J05 \$28,973 - \$34,289 J06 \$30,761 - \$36,447
Financial Disclosure:	No		

Essential Functions: Assists the public, attorneys and the title industry by providing information about records and the Clerk's Office procedures by telephone and in person; Records documents regarding property, determines validity and taxability of various documents to be recorded; Calculates tax, determines fee using schedule of fees and making mathematical computations; Enters liens and release of liens into appropriate computer system; Records documents after determining the validity and tax after careful review; Administers oaths for Notary Public, Government appointments, Sheriffs, Special Deputies and other officers; Collects appropriate fees and validates documents using the cash register; Balances cash and checks with register tape and closes register; Files retrieval, creates certified copies of documents and files documents; Issues marriage and business licenses; Opens, receives and processes correspondence; Assists in other areas of the Clerk's Office when necessary; Performs other duties as assigned.

Education: High School Diploma or GED.

Experience: Recordation Clerk I: Two years of general clerical experience; **or** one year of clerical experience that included the requirement for examining, reviewing, recording, indexing and verifying documents.

Recordation Clerk II: Two years of clerical experience, one year of which must have included document-processing experience, including a requirement for examining, reviewing, recording, indexing, entering data and verifying document data.

Preferred: Experience in document recordation and examination for purposes that involved the requirement to interpret laws, rules and regulations, be familiar with court or legal terminology and provide customer service.

Skills/Abilities: Ability to communicate verbally, in writing and over the phone in an effective, patient and tactful manner, and to articulate directions, instructions and information to the public, attorneys, and other court agency staff; Knowledge of business English to include proper grammar, spelling and punctuation; Ability to set priorities and simultaneously process multiple duties and responsibilities; Ability to learn and apply job related codes, terminology, policies, procedures, regulations and laws in order to define problems, collect data, establish facts, record data, complete relevant forms and provide correct information to clients; Ability to interpret comments and notations and record essential information; Ability to apply independent judgement to discern pertinent information; Ability to understand and interpret oral and written communication and instructions; Ability to work within considerable time constraints and in an environment with continuous interruptions; Ability to make decisions based on experience and in accordance with established policies and procedures; Ability to use a calculator and possess good mathematical computation skills; Ability to use a personal computer and learn court specific software applications; Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position.

The candidate selected for this position will be subject to a background check. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

**Circuit Court for Frederick County
100 West Patrick Street
Frederick, MD 21701
ATTN: Hon. Sandra K. Dalton, Clerk of Court**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.